



PAEMST GUIDELINES FOR APPLICANTS

February 2007

The following guidelines have been developed to assist Michigan mathematics and science teachers with the process of applying for the PAEMST award. Dwight Sieggreen, science teacher at Hillside Middle School in Northville and past president of the Association of Presidential Awardees in Science Teaching (APAST), has agreed to mentor educators who would like assistance with the application process. Contact Dwight at: sieggdrw@northville.k12.mi.us or 248.344.8493. Those interested in working with Dwight should contact him at least two weeks prior to the May 1st deadline. Questions may also be directed to Jean Shane, Michigan's state coordinator for PAEMST, shanej@michigan.gov.

Guidelines for Qualifying

- Be sure you are a highly qualified teacher. You must hold a degree or appropriate credentials in the category in which you are applying.
- You must be a **full-time** employee of the school or school district. You may qualify if you are a teacher coach, but you must be employed full-time and teach at least one class of students in grades 7-12, so you can demonstrate student achievement through the video segment.
- You **may** nominate yourself. The nomination form must be submitted in advance to Jean Shane, Michigan's PAEMST state coordinator. The nomination can be submitted online through www.paemst.org or a paper copy can be faxed to 517.335.4575 or sent to Jean at the address provided at the end of these guidelines.
- All finalists will be subjected to an FBI background check.
- Your completed application must be postmarked by May 1, 2007 and sent to Jean Shane.

Guidelines for the Administrative Component (6 items)

- Include the signed and dated original and five copies of the **teacher information form** (pages 10 and 11 of the application form).
- Include six copies of the **nomination form**. If you do not have a copy, contact Jean Shane at shanej@michigan.gov to obtain one.
- Provide a signed and dated original and five copies of a **letter from the school principal** or appropriate district-level administrator confirming your full-time employment and your science or mathematics teaching assignment. The letter should be brief and must be on school or district stationery. (If this letter is expanded, it may serve as one of the required letters of recommendation.)

- Provide **three signed and dated letters of recommendation** from parents, colleagues, administrators, or others. Submit the originals and five copies of each as part of the application packet.

Guidelines for the Applicant's Resume

- Page 3 of the application packet states, "A two-page resume that outlines professional growth during the last 5 years also should be included in the application."
- Emphasize what you have done professionally for the past five years. If there is something dramatic you accomplished prior to the five-year time line, include it.
- Be sure you are a member of both a state and national organization. The more the better is a good policy. Include memberships in informal science/mathematics centers, groups, programs, etc.
- Try to get published by writing an article for a state science/mathematics newsletter or journal. Most of the editors of publications connected to state level science/mathematics organizations are in need of articles.
- Apply for grants and list the ones you receive.
- Continue to take graduate courses or obtain CEUs to prove you are keeping current in your profession. Note them on your resume.
- Take on leadership positions in your school system, the state, and with national organizations, and list those positions on your resume.
- Be a presenter at state and/or national conferences. List those activities on your resume.
- List all forms of recognition you have received for your work in the profession. Include school system awards, state, and national recognition.
- Focus on what you have done for the profession since college graduation.

Guidelines for the Written Application

- READ and understand the application directions and follow them to the letter!
- Use this document as a tool to be sure you don't miss the details...be sure to check off each of the items in these guidelines as it is implemented.
- Your written responses and video must provide evidence of student achievement as an indicator of high-quality, effective teaching on your part.
- Your nomination form must be included with your application packet. A copy can be obtained from the person who nominated you or from Jean Shane at the Michigan Department of Education.
- Label the Core Component sections of the application as outlined on the attachment. All written materials should be typed using a 12-point font on 8 ½-by 11-inch paper, double-spaced, single-sided, with at least 1-inch margins all around. Be sure to number the pages. It would be helpful to add a footer with your name, just in case pages get separated during the review process.

- Be sure to follow the guidelines for the number of pages allowed. The guidelines are for a **MAXIMUM** number of pages. You **DO NOT** have to fill the maximum. Applications that exceed the page limits will **NOT** be reviewed.
- Identify standard time format to target sections of the video (00:00-00:00).
- Do not use folders, binders, or report covers. Copies should be on standard size, white copier paper. The completed package must include an original and five copies of all forms and written materials.
- Put yourself in the shoes of your evaluators. If you use an acronym, make sure you spell out the words the first time you use it.
- Correct grammar, spelling, punctuation, and the appearance of the written application are all key components of a successful application. Be sure to ask someone you trust to critique your written application.
- Note the weighting factors for the scoring of the application provided on page eight.

Guidelines for the Core Component

(20 pages addressing the Five Dimensions and up to 15 pages of supplemental materials)

- It is important to address each element of the five Dimensions of Teaching in the order in which they are presented in the application and to label the narrative document appropriately. See the attached guideline for labeling the sections. This is the section where you demonstrate your Presidential Awardee qualities. Evidence is vital.
- The first three dimensions are extremely important and thus are given a higher weight. (See page 8 of the application packet for an explanation of the scoring.)
- Dimension One – **MUST NOT EXCEED FIVE PAGES**; in your narrative for Dimension One, it would be helpful to state the Michigan content standard/benchmark you are addressing. The first page of your narrative in Dimension One should be numbered as page one.
- Dimension Two – **MUST NOT EXCEED FIVE PAGES**
- Dimension Three – Must provide evidence of your teaching effectiveness as measured by student achievement....**MUST NOT EXCEED FOUR PAGES**
- Dimension Four – **MUST NOT EXCEED FOUR PAGES**
- Dimension Five – **MUST NOT EXCEED TWO PAGES**
- The core component of the application must not exceed 35 pages, which may include up to 20 pages of narrative and up to 15 pages of supplemental materials (e.g., samples of student work, assessments, lesson plans, and data displays). Be sure to continue paginating your supplemental materials following after the last page of Dimension Five.
- If you are providing supplemental materials and/or the optional portion of the video, it would be helpful to the selection panel if you reference those in the appropriate part of your narrative for the Core Component.

Guidelines for the Video Component

- Use a new, never used, VHS videotape to record your lesson. High quality videotape and sound are essential to a successful application.
- Discuss with students what you are doing with the lesson ahead of time so they take some ownership for a successful taping session. Discuss cooperation!
- Selection committees must be able to clearly see interactions between you and your students. These interactions **MUST** demonstrate student learning as a result of the instructional activities.
- Student faces are visible and voices are audible.
- Display a minute counter (00:00). Whenever the video is referenced in the narrative responses, a specific counter reference should be provided.
- Keep the master videotape and submit two copies with the written application.
- Label both videotapes with your name, school, state, period of time covered in the application, grade level of students, major topic and targeted concepts selected for this application.

□ **Part A:**

- Single classroom lesson or experience that supports the difficult concept or topic discussed in your narrative for Dimension One
- Continuous footage **not exceeding 30 minutes** (It is best if you tape a 30-minute lesson. However, if your lesson goes over 30 minutes, we were assured your application would not be disqualified if you indicate in your written materials the markers for the 30 minute segment the selection panel should review. Our best advice is to tape a 30-minute lesson!)
- Video frame should not focus on the teacher. It should clearly show the students' faces and their actions and interactions during the lesson.
- The selection panels will evaluate your teaching effectiveness by observing student behavior, responses, understanding, and interactions during the featured lesson.
- The selection panels will look for evidence of:
 - ✓ Your depth of content knowledge demonstrated by accuracy of explanations and connections to materials students already know
 - ✓ Your ability to engage students and maintain their interest in the lesson
 - ✓ Your ability to employ appropriate instructional methods
 - ✓ Students' abilities to ask and answer questions or participate
 - ✓ Assessment strategies used to measure student progress

□ **Part B:**

- Optional
- You should provide the context of what you are addressing in Part B and the participants involved.

- Part B should provide additional evidence to support what you addressed in the five Dimensions.
- Could include: students engaged in field activities, student projects or presentations, extracurricular activities, your participation in or leadership of professional development programs, community service, a continuation of the lesson, other relevant activities
- Not exceeding 30 minutes
- On the same videotape as Part A

Miscellaneous Video Guidelines

- Recruit a colleague to tape your lesson. Do not use a camera on a tripod.
- Watch your grammar during the lesson. If you make a mistake, do the entire tape again.
- Do not talk to the selection panel via the videotape.
- When you have completed the taping, review the videotape to be sure the sound is clear, that the camera is not jumping around, the lesson is continuous without any breaks or stops, and that the tape does not include a blank (dark) picture or long segments of students walking to a location.
- Complete the tape at least a few weeks prior to the deadline. Review the tape. If it needs to be redone, you will have time to do so.
- Adhere strictly to the application guidelines regarding the video.
- Be sure to submit TWO copies of the tape.
- DO NOT stop the videotape during the lesson.
- If you plan to have a mentor review your tape and provide constructive feedback, you need to get the tape to the mentor by April 15. This will give the mentor time to review the video AND you time to re-tape a lesson if necessary.

Guidelines for Optional Components

- ❖ 15 pages of supplemental materials (paper format—8 ½-by 11 inch paper): options include samples of student work, evidence of student achievement, assessments, lesson plans, data displays, pictures, etc. Please note that these pages are a part of the Core Component and should be numbered consecutively following the last page of your narrative explanation of Dimension Five.
- ❖ 30 minutes of video (must be provided on the same tape as the required classroom lesson/experience): This option provides an opportunity to demonstrate teaching effectiveness beyond the continuous lesson videotaped in Part A. Be sure to provide a brief explanation of the context in which the activity took place and the participants involved.

Use the attached Application Packet Checklist to be sure you have collated a complete application. Then:

Mail your completed application and five collated copies:

If using Fed Ex or UPS:

Jean Shane

Michigan Department of Education

608 West Allegan St.

Lansing, MI 48933

If using U.S. Postal Service:

Jean Shane

Michigan Department of Education

P.O. Box 30008

Lansing, MI 48909